



2006-2007 GUIDELINES

CITY OF CINCINNATI SMALL ARTS ORGANIZATION GRANT PROGRAM

ABOUT THE ARTS GRANT PROGRAMS AND THE CAAC

Recognizing that the arts enhance the quality of life in the city of Cincinnati, Cincinnati City Council established a specific allocation of funds for the support of the arts. Since 1989, these funds have supported grant programs for individual artists who live in Cincinnati and nonprofit, Cincinnati-based arts and cultural organizations of all sizes. The Cincinnati Recreation Commission (CRC) administers the arts allocation and staffs the Cincinnati Arts Allocation Committee (CAAC). The CAAC is a volunteer advisory body appointed by City Council to recommend policies, funding criteria and application procedures for competitive grant programs for individual artists and small arts and cultural organizations and to make funding recommendations to City Council for these grant programs. The CAAC also advises City Council on other arts matters.

GOAL OF THE ARTS GRANT PROGRAMS. The goal of the arts grant programs is to provide support for Cincinnati's emerging and established artists and arts and cultural organizations that

- demonstrate excellence and professionalism in the arts and
- develop and present innovative arts projects or programs that benefit the city of Cincinnati and its residents, increase access to arts experiences for Cincinnati residents, and respond to diverse community needs.

IMPORTANT CHANGES TO THIS YEAR'S GRANT PROGRAM

- **NEW MAXIMUM AWARD AMOUNT.** The maximum award amount is **\$7,500**.

ELIGIBILITY REQUIREMENTS AND OTHER BASIC PROGRAM REQUIREMENTS

1. **Applicant type.** The applicant must be an arts organization **or** a non-arts organization that has an established, distinct arts component or program.
2. **Nonprofit status.** The organization must be nonprofit.
3. **Applicant location.** The organization must be based in the city of Cincinnati at the time of application and throughout the grant period. An organization will be considered to be based in the city of Cincinnati if one or more of the following is located within the corporate boundaries of the city of Cincinnati: a) the organization's office (**must** have regular business hours open to the public), b) regular performance, rehearsal, or activity location for the organization's core programming. **This information must be consistently documented in the application for City funding and on the organization's promotional literature and other printed materials.** (NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits, look up the address in the City Income Tax Division's *Quick Locator Street Guide* at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> or call CRC.)
4. **Previous grant recipients.**
 - a. **Recipients of funding in grant year 2005-2006 must** complete and submit **either** a Final Report Form **or** a Status Report Form no later than the application deadline. (Call CRC for more information.)
 - b. **Recipients of funding in a previous grant year that have not completed the reporting requirement** are **not** eligible to apply for funding **for five (5) years following the due date for the Final Report Form for the grant or until an acceptable report is submitted, whichever comes first.**
5. **Types of support and core programming.** Applications for operating support and project support will be considered. **Operating support** provides funds for ongoing artistic and administrative activities. **Project support** provides funds for one part of an organization's activities, such as a one-time event, a specific program, or a single production or exhibition. Whether the applicant requests operating support or project support, City grant funds **must** be used for activities that **both** take place in the Cincinnati city limits and that serve residents of the city of Cincinnati. **An organization must apply for project support if either a) the majority of the applicant organization's core programming takes place outside the Cincinnati city limits or b) the majority of the organization's core activities that takes place inside the Cincinnati city limits exclusively serves people who live outside Cincinnati.** (Core programming is defined as the artistic activities and services produced, presented, or provided by an organization that are the organization's highest priority and are essential to the fulfillment of the organization's mission and purpose.) See Item 7, below, for more information on required public presentations in Cincinnati.
6. **Grant period.** The grant period for City small arts organization awards is 12 months. **Applications must be for activities that can be accomplished within the 12-month grant period September 1, 2006 to August 31, 2007.**
7. **Public presentation.** A minimum of one public presentation of an arts program or activity is required to take place at a site **within the corporate limits of the city of Cincinnati during the grant period.** (NOTE: Instead of a public presentation of an arts program or activity, **arts service organizations** must provide services to members of the general public who reside in the city of Cincinnati. They may also provide services to Cincinnati-based arts organizations or to artists who reside in the city of Cincinnati.) All grant-related public presentations and services provided in Cincinnati **must** be open to and available to Cincinnati residents and **must** serve Cincinnati residents. All grant-related public presentations and services that are planned take place in the city of Cincinnati **must** be listed in Section C4 of the application. Do **not** list presentations that will take place outside the Cincinnati city limits. (NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati

city limits, look up the address in the City Income Tax Division's *Quick Locator Street Guide* at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> or call CRC.)

NOTE: Schedule public presentations far enough into the grant period to allow for the creation and development of funded projects/activities between the start of the grant period and the date of the public presentation. Remember, **all** grant-related expenses must be incurred **during** the grant period.)

8. **Matching support.** The applicant **must** provide evidence of matching support for the proposed project/activities in the budget section of the application (Section F). **At least one dollar (\$1) of matching support is required for every dollar requested from the City.** (For example, if the applicant requests \$5,000 from the City, the applicant must provide at least \$5,000 in additional support for the proposed activity.) **Matching support may be in the form of a) cash contributions or b) cash contributions combined with in-kind contributions. At least half the request must be matched with cash contributions. Cash contributions** are all dollars (revenues) from sources other than the City arts grant that support the proposed project/activities (for example: grant funds from the Ohio Arts Council, proceeds from ticket sales, membership fees, class fees). **In-kind contributions** are goods, space, or services that are **donated to the applicant** for the proposed project/activities by **outside sources** and require no cash expenditure by the applicant. The applicant's total cash expenses for the project/activities are reduced by the value of the in-kind contributions. Professional, artistic, technical, or administrative services donated by a qualified volunteer who is normally paid for providing such services are valued at the donor's normal rate of pay. Examples of such services are instrumental or vocal performances, graphic design, videography, accounting, and costume design. The value of any other volunteer time is calculated at minimum wage. The value of donated goods or space is calculated at market value.
9. **Number of applications per applicant.** CRC will accept only one (1) application from each organization per grant year.
10. **Number of applications per project/activity.** CRC will accept only one (1) application for each project or activity per grant year.
11. **Deadline.** Applications and support materials must be **received (not postmark dated)** in the CRC office by **5:00 p.m. on March 15, 2006**. Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered. (**NOTE:** If the deadline date falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first workday following the deadline date.)
12. **Small Business Enterprise Program.** The applicant shall utilize best efforts to recruit and maximize the participation of all qualified segments of the business community in subcontracting work, including the utilization of small, minority and women business enterprises. For more information, contact the City's Office of Contract Compliance at (513) 352-3951.

FUNDING RESTRICTIONS

1. **Types of applicants.** This program does **not** fund applications submitted by the following types of applicants:
 - individuals
 - organizations acting as fiscal agents for individual artists
 - for-profit organizations
 - agencies of the City of Cincinnati
 - city, county, regional, state, federal, or other governmental agencies
 - organizations that have not conducted arts activities
 - organizations receiving other arts funding from the City of Cincinnati

2. **Types of projects/activities.** This program does **not** fund the following types of projects/activities:

- Projects/activities taking place prior to or after the 12-month grant period of September 1, 2006 to August 31, 2007 (**NOTE: All** grant-related expenses must be incurred **during** the grant period.)
- Projects/activities that are planned to take place outside the city of Cincinnati. (**NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits, look up the address in the City Income Tax Division's *Quick Locator Street Guide* at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> or call CRC.**)
- Projects/activities that do not serve residents of the city of Cincinnati
- Activities intended only for an organization's membership
- Permanent public artworks
- Professional development
- Projects/activities that primarily promote denominational, religious, or sectarian ideas
- Projects/activities that are primarily research oriented
- Projects/activities that are primarily technical in nature
- Projects/activities that are primarily recreational or therapeutic
- Projects/activities that are primarily promotional. (**NOTE: Arts service organizations whose missions and activities are primarily promotional may apply if they satisfy the public presentation requirement described under Eligibility Requirements and Other Basic Program Requirements.**)
- Applications from private and public schools (including school districts, affiliates, colleges, and universities) for projects or activities that are not designed to involve the general public

3. **Types of expenses.** This program does **not** fund the following types of expenses:

- Operating support if a) the majority of the organization's core programming takes place outside the city of Cincinnati or b) the majority of the organization's core activities that takes place inside the Cincinnati city limits exclusively serves people who live outside the corporate limits of the city of Cincinnati. Such organizations are eligible to apply **only** for support for projects that take place in the corporate limits of the city of Cincinnati **and** that serve residents of the city of Cincinnati. (See the Eligibility Requirements section for a definition of **core programming**.)
- Funds for arts and cultural organizations receiving ongoing arts funding from the City of Cincinnati. These organizations include the Arts Consortium of Cincinnati, CET, the Cincinnati Art Museum, the Cincinnati Ballet, the Cincinnati May Festival, the Cincinnati Museum Center, the Cincinnati Opera Association, the Cincinnati Playhouse in the Park, Cincinnati Public Radio (WGUC and WVXU), the Cincinnati Symphony Orchestra, the Contemporary Arts Center, the Taft Museum, and WAIF. (**NOTE: An applicant may request to use City grant funds for space rental expenses at a facility owned or operated by an organization that receives City arts funding on an ongoing basis.**)
- Support for private and public school overhead expenses and salaries not related to the proposed arts activity. Private and public schools include school districts, affiliates, colleges, and universities.
- Capital purchases and purchases of non-consumable goods costing **more than \$100 per item** (examples: equipment, items that in and of themselves are non-consumable such as light fixtures, cameras, furniture, audio/visual equipment, and computers)
- Capital improvements and the purchase of real property
- The elimination or reduction of existing deficits or debts
- Fees, salaries, or indirect financial benefits for the applicant organization's board members
- Fees, salaries, or indirect financial benefits for relatives of the applicant organization's employees or board members
- Fees, salaries, or indirect financial benefits for employees of the City of Cincinnati
- Fees, salaries, or indirect financial benefits for members of the Cincinnati Arts Allocation Committee

- Fund raising expenses
- Food and lodging expenses
- Gifts, hospitality, and entertainment expenses
- Internet services

- Travel outside the corporate limits of the city of Cincinnati. (**NOTE:** Eligible travel expenses are limited to mileage expenses for grant-related travel inside the Cincinnati city limits at a mileage reimbursement rate not to exceed the current City mileage reimbursement rate.)

- The purchase of a vehicle, auto rental, and costs associated with operating and maintaining a vehicle (examples: insurance, gasoline, parts, licenses)

- Telephone expenses other than basic monthly service fees. The cost of cell phones, beepers, long distance calls, and directory assistance services are **not** eligible City grant expenses.

EVALUATION CRITERIA

Applications will be evaluated based on:

1. Consistency with the goal, requirements, and funding restrictions of the program
2. Evidence of the applicant's ability to carry out the project or activities

GRANT AMOUNTS AND CATEGORIES OF AWARDS

The maximum award amount is \$7,500. Total funds requested always exceed the amount available for granting. Because this is a competitive grant program, only the very strongest applications will be recommended for funding. Award amounts are typically less than the level of funding requested. The program offers **operating support** grants and **project support** grants. (Refer to the Eligibility Requirements and Other Basic Program Requirements section and the Funding Restrictions section of the guidelines for more information on the type of support that is appropriate for your organization and the proposed project/activity.)

Grants are awarded to organizations in two categories:

- **Established organizations:** Arts Organizations/Arts Components of Non-Arts Organizations in Existence Three Years or Longer

- **Emerging organizations:** Arts Organizations/Arts Components of Non-Arts Organizations in Existence Less than Three Years.

ALLOCATION PROCESS

1. **Assistance available from CRC.** Assistance includes:
 - **Pre-application grant writing workshop.** A workshop for prospective applicants is held in February. The workshop provides general grant writing tips, a review of the City grant program guidelines and application form, informational handouts, critiquing exercises using sample applications, and opportunities to ask questions. Attendance is encouraged. The workshop is **free**, but **registration is required**. For workshop information and registration, call (513) 352-4000.
 - **Telephone assistance.** Call (513) 352-4985 with questions about the program guidelines, your proposal, the application, support materials, the allocation process, potential venues for public presentations, and assistance with activities that may require a City permit or other City approval. Information and referral services on other grant-related topics are also available.
2. **Submission deadline.** The applicant submits a completed application and support materials to CRC. **(DEADLINE: March 15, 2006; 5:00 p.m.)** All applications and support materials **must** be **received (not postmark dated)** in the CRC office by 5:00 p.m. on the deadline date. Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered. **(NOTE: If the deadline date falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first workday following the deadline date.)**
3. **Staff review process.** CRC staff persons review applications for completeness, accuracy, and conformance to program guidelines, requirements, and restrictions.
4. **CAAC review process.** Each CAAC member reviews and scores all eligible applications.
5. **Public meetings.** The CAAC reviews eligible applications and related audio/visual support materials during two public meetings in the spring, which applicants are encouraged to attend. Preliminary funding decisions are made at the second meeting. Applicants are sent information about the public meetings and the eligibility status of their applications in advance of the meetings. Call CRC at (513) 352-4985 for additional information.
6. **City Council action.** In June, the CAAC submits funding recommendations to City Council for approval.

SOME GENERAL CONDITIONS OF THE AWARD

1. **Contract.** Each grant recipient enters into a contract with the City of Cincinnati following City Council's approval of the CAAC's funding recommendations.
2. **Grant payments.** Grant money is disbursed in either a) one payment on a reimbursement basis after the completion of the funded project/activity and submission of the final report and support documentation or b) two payments (an initial partial advance of up to fifty (50) percent of the award after the contract is finalized and reimbursement of the remaining expenses after the completion of the funded project/activity and the submission of the final report and support documentation).
3. **Report.** Following the completion of the funded activity, each grant recipient must submit to CRC a completed Final Report Form and documentation of the use of City funds.

APPLICATION REQUIREMENTS

Packaging instructions. Submit the completed application form with original signatures and required support materials specified below in **no more than two (2) envelopes labeled with the name of the applicant organization**. Envelopes must be **no larger than 12" x 15 ½"**. **If you submit print materials**, fasten each collated set of print materials with a paper clip. Do **not** submit materials in binders, notebooks, folders, or boxes.

Application submission requirements. Submit the following materials:

1. **One (1) completed current application form with original signatures.** Applications are available in paper and electronic form. (**NOTE:** Check the CRC website at www.cincyrec.org for electronic versions of the program guidelines and application.) Applications **must** be completed using **computer-generated type or a typewriter**. Applicants **must** restrict their answers to the space provided on the official application form, maintaining the margins provided. Answers outside the space provided will **not** be considered. Attachments answering the questions asked on the form will be discarded. The CAAC will **not** consider handwritten applications, incomplete applications, submissions on altered forms, illegible applications, or applications that use type face that is smaller than the type on the "Instructions" section of the application form. Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered.

Employer ID Number (EIN). All applicants **must** include their Employer ID Number (EIN) in Section A3 of the application form. This is the applicant organization's federal tax identification number, **not** the Social Security Number of an individual. Nonprofit organizations **must** have EINs even if they do not have employees. To obtain an EIN, complete IRS Form SS-4 (available from IRS, 550 Main Street, Cincinnati, OH or www.irs.gov). To obtain an EIN **immediately**, phone in the information on the application to (800) 829-4933.

Dun & Bradstreet (DUNS) Number. Dun & Bradstreet (D&B) provides business information world wide for credit, marketing, and purchasing decisions using a "data universal numbering system" (DUNS) with unique 9-digit or 13-digit numbers for organizations and individuals. We encourage applicants to obtain DUNS numbers for two reasons: 1) The National Endowment for the Arts and many state and local arts agencies now require DUNS numbers on their grant applications. 2) DUNS data is helping Americans for the Arts (AFTA), a national arts service organization, to determine the number of artists and arts organizations in geographical regions and political jurisdictions across the US as part of its annual *Creative Industries* research project. To learn about the project and the information you need to obtain your **free** DUNS number quickly over the Internet or phone with no obligation to buy D&B products, visit the AFTA website at http://www.americansforthearts.org/services/research/ri_article.asp?id=1525. Call D&B at (866) 705-5711 or visit the D&B website at <http://www.dnb.com/us/> to get your DUNS number. (**NOTE:** Free phone registration may not be available to entities other than federal contractors or federal grant applicants.)

2. **One (1) completed Organization Profile.** Provide statistics for the applicant organization. This information will be used for statistical evaluation purposes and to help determine the extent to which applicant organizations have minimized barriers to broad cultural participation in the arts.
3. **Documentation of nonprofit status.**
 - **IRS 501(c)(3) organizations.** Submit a) one (1) copy of your federal IRS 501(c)(3) tax exempt status determination letter **AND** b) one (1) copy of your articles of incorporation with the State of Ohio. (**NOTE:** Include one (1) copy of your amended articles of incorporation if your organization's name has changed since the original incorporation papers were submitted.) **To obtain information on your organization's nonprofit status and legal name and to download copies of documents such as your organization's articles of incorporation**, search the nonprofit organization filings in the Business Services section of the Ohio Secretary of State's website at www.state.oh.us/sos.
 - **Ohio nonprofit corporations (not 501(c)(3) organizations).** Submit a) one (1) copy of your certificate of nonprofit incorporation from the State of Ohio **AND** b) one (1) copy of your articles of incorporation with the State of Ohio. (**NOTE:** Include one (1) copy of your amended articles of incorporation if your organization's name has changed since the original incorporation papers were submitted.) **To obtain**

information on your organization's nonprofit status and legal name and to download copies of documents such as your organization's articles of incorporation, search the nonprofit organization filings in the Business Services section of the Ohio Secretary of State's website at www.state.oh.us/sos.

- **Organizations that are neither IRS 501(c)(3) tax exempt organizations nor Ohio nonprofit corporations.** Submit **one** of the following: a) one (1) copy of a completed application form that documents current, pending nonprofit incorporation status with the State of Ohio **OR** b) one (1) copy of a written, notarized statement dated within the current year that attests to the nonprofit status of the organization and is signed by an authorized representative of the organization.

4. **Support materials (as specified below) that describe the applicant and its programs and document activities the applicant has conducted in the last three (3) years.** Select and submit support materials from **no more than two (2)** of the following categories. **Include no more than one (1) example per category.** (NOTE: Applicants are encouraged to select Category J (audio/visual material) as one of the two categories of support materials.) Select materials that clearly identify the role of the applicant and demonstrate the applicant's artistic professionalism and its ability to operate effective programs and communicate clearly. **Print materials must document the organization's street address provided in Section A6 of the application.** When three (3) copies of a piece of print material are specified, provide three (3) **identical, collated sets** of these materials. The CAAC will **not** review substitutions, additional material, and material more than three (3) years old.

Provide a **self-addressed, stamped mailer*** for the return of audio and video tapes, audio CDs, DVDs, and slides. Do **not** send cash, checks, or money orders to cover return postage. If no return mailer is provided, support materials will be held for one (1) year and then destroyed. Print materials will **not** be returned.

- **Category A: A piece of promotional literature published by the applicant.** Examples: general or season brochure, print-outs of one or more pages from the applicant's website. (3 copies)
- **Category B: A newsletter, literary publication, or catalog published by the applicant.** (3 copies)
- **Category C: An article from a print or electronic newspaper or magazine.** (3 copies)
- **Category D: A review of a past performance/activity from a print or electronic newspaper or magazine.** (3 copies)
- **Category E: A program for a past performance/activity.** (3 copies)
- **Category F: A list of key persons and collaborating organizations responsible for the activities/project** and their roles and qualifications. Provide **no more than one (1) page** of information **typed, single-spaced** on 8 ½" x 11" white paper. Typeface **must** be **at least** 12-point type. (3 copies)
- **Category G: An educational publication published by the applicant.** Examples: a teachers' guide or an educational brochure for a special exhibition. (3 copies)
- **Category H: A long-range plan published by the applicant.** (3 copies)
- **Category I: A program evaluation report published by the applicant or a consultant working for the applicant.** (NOTE: Site visit reports from other funders or source materials such as blank questionnaires do **not** meet this submission requirement.) (3 copies)
- **Category J: Audio/visual material** that documents **a program, project, production, or exhibit over which the applicant had artistic or curatorial control.** Do **not** submit marketing or promotional material. Submit **one (1)** type of audio/visual material from the list below, and follow the screening and audio not submission requirements at the end of this section.
 - **Literature and Music.** Submit a) one (1) 5- to 10-minute **sample** audiotape* **OR** audio CD* that documents a literary reading or musical performance **AND** b) audio notes (1 copy). Do **not** submit a full-length audio CD or audiotape. Label the recording with the name of the applicant. **Follow the screening and audio note submission requirements at the end of this section.**

- **Dance, Media, and Theater.** Submit a) one (1) 5- to 10-minute **sample ½” VHS videotape* OR DVD*** that documents a performing arts activity, educational program, or media project **AND** b) screening notes (1 copy). Do **not** submit a documentary recording of a visual arts project **unless** the project is interactive or involves movement or sound. Do **not** submit a full-length DVD or videotape. Label the recording with the name of the applicant. **Follow the screening and audio note submission requirements at the end of this section.**
- **Visual Arts.** Submit a) five (5) to ten (1) consecutively numbered 35 mm slides* of an exhibit or work produced from a visual arts project/activity **AND** b) a slide list (1 copy). Do **not** submit images in digital format. Print the following information **directly on each slide mount in black ink:** number of slide and name of the applicant. Print “TOP” at the top of the slide. Print “THIS SIDE TOWARD SCREEN” on the appropriate side of the slide. To prevent slides from being damaged in the projector, use **standard size plastic slide mounts** and do **not** use tape to label the slide. Submit the slides in a clear plastic slide file sheet for safe handling. Include a numbered list of the slides **typed, double spaced** on 8 ½" x 11" white paper and labeled with the applicant’s name (maximum length: two (2) pages). Provide the following information for each slide listed: name and dates of activity or exhibit; description of activity or exhibit; role of applicant; and name of artist and title, medium, dimensions, and date(s) of work. **If the documented project or work is interactive or involves sound,** the applicant may submit a sample recording **instead** of slides. **(Follow the submission requirements for Dance, Media, and Theater, above.)**
- **Interdisciplinary Work and Performance Art.** Choose **one (1)** arts discipline that will give the reviewers the best information on the documented activity. Follow the audio/visual materials submission requirements under the heading for the selected discipline.

Screening and audio note submission requirements. If you submit a video or audio recording, also provide **no more than one (1) page** of screening or audio notes **typed, double-spaced** on 8 ½" x 11" white paper **(1 copy)**. Include

- the applicant’s name;
- the role of the applicant;
- the name(s) and roles of other principal collaborating organizations or creative artists;
- the name or title of the production, program, work, or project;
- the length of the videotape or recording in minutes;
- a description of the production, program, work, or project;
- the purpose of the recording;
- the date the recording was produced;
- the date the work was created, if it was created by the applicant;
- the date(s) and location(s) of presentations of the production, program, work, or project;
- screening and broadcast dates(s), locations, and stations; and
- other recording distribution information

(NOTE: The CAAC reviews 5 minutes of each recording. The CAAC may elect to review segments from different portions of a recording that is longer than 5 minutes in length, if, at the committee’s sole discretion, this provides the best information on the applicant’s ability to carry out the proposed project or activity. Provide a **sample recording** of the length requested in the submission requirements. Do **not** submit a recording that is more than 10 minutes long.)

***A self-addressed, stamped mailer is required for the return of audio/visual materials.**

Special considerations.

- **Collaborative activity.** If the application is for a collaborative effort, the applicant is encouraged to submit support material from another principal participant listed in Section C3 of the application in addition to the applicant’s own support material. The type and total number of support materials submitted **must** be consistent with the support materials submission requirements. **(NOTE:** See the requirements for **documentation of intent to collaborate**, below.)
- **Non-arts organization.** If the applicant is a non-arts organization, support materials **must** include information on the organization’s arts program or component.

5. **Documentation of confirmed public presentation(s).** The applicant **must** submit written documentation that at least one public presentation listed in Sections C4 of the application is **confirmed** at a location within the limits of the city of Cincinnati during the grant period. **Examples of acceptable documentation** include one (1) original letter of commitment **or** one (1) copy of a contract, a receipt, or a lease for **each** venue or site. Each piece of documentation **must** clearly identify the applicant, the venue or site, the nature of the activity, and the confirmed or tentative date(s) of presentation. Each type of documentation must be provided by and signed by an **authorized representative of the presentation location or site** (for example: owner, director, rental agent). A letter of commitment **must** be presented on the letterhead of the presentation location or site. **If the proposed activity will take place in a building that the applicant rents on an ongoing basis**, submit one (1) copy of the lease or a letter from the building owner. **If the activity will take place in a building that the applicant owns**, submit one (1) copy of the property tax bill or base property tax description from the Hamilton County Auditor's website www.hamiltoncountyauditor.org. Documentation of property ownership **must** bear the applicant's name. Other types of documentation **must** be approved by CRC **prior to the application deadline**.

(NOTE: A City permit or other City approval may be required for some activities, such as those that involve the public right-of-way, historic buildings, signage, or City-owned property. Grant recipients are required to obtain all necessary permits and approvals. Call CRC for assistance with these types of activities.)

6. **Documentation of intent to collaborate.** If successful completion of the proposed project/activity depends on the involvement of one or more organizations or artists in addition to the applicant organization, the application must include one (1) **original** letter from **each** collaborating artist and organization. Each letter **must** identify the collaborator's role and commitment to participate in the activity. Letters from collaborating organizations **must** be written on the organization's letterhead and signed by **an authorized representative of the organization**. Collaborating artists and organizations **must** be identified in Section C3 of the application.
7. **Financial information.** The applicant must submit one (1) copy of an audit (preferred), a financial statement, **or** a tax form 990 for the organization's **most recently completed fiscal year**. **Non-arts organizations must** submit this information for **both** the parent organization (the applicant) **and** the arts program or component.
8. **Board member list.** Submit one (1) copy of a list of current members of your organization's board of directors. Include each board member's name, professional or volunteer affiliation(s), and status as a voting or non-voting member of the board. Identify board officers.
9. **Report and support materials.** Organizations that received funding in the most recent grant year (2005-2006) **must** submit **either** a completed Final Report Form (if funded project or activity has been completed) **or** a completed Status Report Form (if funded project or activity has not been completed).

Questions? Call CRC at (513) 352-4985.

(Check the CRC website at www.cincyrec.org for electronic versions of the program guidelines and application.)

Recreation programs and facilities are open to all citizens regardless of race, gender, color, religion, nationality or disability. CRC is an Equal Opportunity Employer and is committed to supporting the Americans with Disabilities Act. Please call if you require any special accommodations.